

TAKE THE FIRST STEP!

INTERNSHIP APPLICATIONS NOW OPEN

Sectors/Themes:

HR & Admin (HR) /
Finance & Accounts (F&A) / IT

Practice:

Central Support

Current Location:

New Delhi

Duration of Internship:

3-6 Months

How will you grow?

At TRI, continuous coaching and feedback based on strengths are embedded in our culture. Nurturing talent stands as a fundamental value for us. From your first day, you'll receive **mentorship** from your colleagues, guiding you to leverage your abilities and achieve your utmost potential.

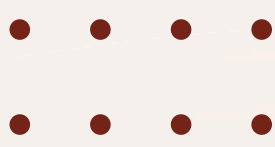
Transform your passion into action - intern with us and create lasting impact. A stipend will be provided to support your internship.

The **deadline** for submission of application is **28 Feb 2025**. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest. Only shortlisted candidates will be contacted and invited for next steps.

TRI as an organization committed to equity and inclusivity, proactively encourages eligible women to apply.

Apply Now

 [TRIF/CAREERS](#)



INTERN (HR)

Key Learnings-

- Recruitment process, including sourcing candidates, reviewing resumes, and scheduling interviews
- Onboarding and orientation of new hires
- Maintaining HR records and databases
- Overview of Learning & Development, course works, release of course material, scheduling learning sessions with academicians/external trainers, or policy development
- General administration
- HR Analytics

Useful Skills:

- Communication and interpersonal skills
- Organizational and time management skills
- Analytical and problem-solving skills
- Technical skills (MS Office, Google Suite, HR software)
- Familiarity with HR systems and processes
- Adaptability and resilience
- Emotional intelligence and empathy
- Data analysis and reporting skills

INTERN (F&A)

Key Learnings-

- Financial data entry, accounting, and bookkeeping tasks
- Accounts payable, accounts receivable, and expense tracking
- Maintenance of financial records, files, and databases
- Budgeting, forecasting, and financial analysis
- Preparing financial reports, statements, and other documents
- Provide general administrative support to the finance and accounts department
- Assist with internal audits, compliance, and financial risk management tasks

Useful Skills:

- Financial analysis and reporting
- Accounting software skills (e.g. Tally, QuickBooks)
- Excel skills (financial modeling, data analysis)
- Financial planning and budgeting
- Auditing and financial control
- Taxation and compliance
- Data analysis and interpretation
- Communication and presentation skills

INTERN (IT)

Key Learnings-

- Develop clean, efficient, and well-documented Laravel applications.
- Design and implement database schemas using MySQL.
- Create RESTful APIs using Laravel's API functionalities.
- Collaborate with the front-end team to integrate seamlessly with UI components.
- Write unit tests to ensure code quality and stability.
- Optimize application performance and troubleshoot issues.
- Stay updated with the latest Laravel features and best practices.

Useful Skills:

- Proficiency in PHP and Laravel framework
- Excellent understanding of object-oriented programming principles
- Experience with database management (MySQL)
- Knowledge of front-end technologies like HTML 5, CSS, and JavaScript
- Familiarity with version control systems (Git)
- Excellent problem-solving and debugging skills

Thank you for your valuable time and showing your interest in association with us!

